Date: 30/11/2019

Name- Poonit Rathore

Sir,

I am a competent professional with 3years+ experience.I am pursuing CMA (Final)

I am proficient in Audit Planning, Audit Reporting and have distinctive record of having handled Internal Audit. I have gained practical exposure in accounting processes. I possess very good knowledge in Accounts, Direct and Indirect Tax Laws. I hold expertise in preparing Financial Reports, Profitability Statements etc.

I possess hands on experience in working with MS Office and Tally 9. Excellent communicator with strong analytical skills, I am exploring challenging managerial position in Accounts, Audit, and Taxation etc.

**AUDIT / TAXATION PROFESSIONAL**

**EXECUTIVE PROFILE**

* Adroit professional with more than 3 years experience in Audit and Taxation.
* Demonstrated ability in carrying out **audit functions, defining audit schedules,** preparing quick, accurate financial information and reports to communicate audit findings and financial data
* Possess comprehensive knowledge in **Accounting Standards, rules, regulations and statutory compliances** issued by ICAI, ROC, RBI and other autonomous bodies. Hands on knowledge of **Direct / Indirect Tax Acts, rules and regulations**
* Excellent communicator with strong analytical and numeric skills. Proficient in preparing financial reports using **MS Excel and Tally**

**PROFESSIONAL EXPERIENCE**

**DIBAKAR & ASSOCIATES CHARTERED ACCOUNTANTS March 14 – April 17**

**Audit Assistant**

* Carrying out internal audit, stock audit of many Govt. Organisations, Partnership firms and Sole proprietorship
* Managing audit planning activities and ensuring completion of audits within time and cost budget
* Consolidating accurate financial information and reports to communicate audit findings and financial data to the clients
* Preparing financial statements such as Profit & Loss statements, Trial Balance, Cash Flow and Funds Flow statements
* Providing active tax planning advise to clients to reduce tax burden and also earn good return on investment

**MAJOR CLIENTS HANDLED**

|  |  |  |
| --- | --- | --- |
| **Name of the Clients** | **Industry** | **Scope of Work** |
| Jagannath Institute of Education & Technology | Education | Statutory Audit |
| Sparsh Hospitals & Critical Care Pvt.Ltd | Service | Internal Audit |
| Department of Mass Education | Education | Statutory Audit |
| Blue Wheel National Health Care & Educational Trust | Education | Statutory Audit |
| Asian School of Technology | Education | Statutory Audit |
| DKN Enterprise Pvt Ltd | Entertainment | Statutory Audit |
| Axess Medicom Private Limited | Trading | Statutory Audit |

**ACADEMIC CREDENTIALS**

**Pursuing CMA (Final)** ICMAI,

**M.Com IGNOU**

**CMA (Inter)** ICMAI, 2014

**B .Com** DD College, North Orissa University, 2012

**Certifications**

* PGDCA

**IT Skills** MS Office, Tally 9

**PERSONAL DETAILS**

Date of Birth : 8th November 1989

Languages : English, Hindi, Oriya, Guajarati

Interests : Cricket, Reading Newspaper, Reading self-help book.